

## Sample Automation Planning Checklist

Planning for Automation	Description
How many items are in the library collection(s)?	Total items_____
What separate collections are in the library? How many items are in each? (ex. Fiction, Biography, Young Adult, etc.)	Fiction_____ Biography_____ Large Print_____ Juvenile_____ Young Adult_____ Reference_____
What formats, and how many items in each format does the library have? (ex. DVD, CD, Print, etc.)	Print_____ DVD_____ CD_____
How many items do you add to the collection(s) per year?	Total items added_____
How many registered patrons does the library have?	Total patrons_____
What patron categories does the library have?	Adult_____ Juvenile_____ Homebound_____
Annual circulation	Total circulation_____
Annual circulation in each patron category	Adult_____ Juvenile_____ Homebound_____
How many staff does the library have?	Full time_____  Part-time_____
How many computers does the library have?	Staff_____  Public_____